

**Governor's Office of Criminal Justice Planning**

**SEXUAL ASSAULT RESPONSE TEAM/  
VICTIM ADVOCATE PROGRAM**

**REQUEST FOR APPLICATION**



**JULY 2003**

**GOVERNOR’S OFFICE OF CRIMINAL JUSTICE PLANNING  
SEXUAL ASSAULT RESPONSE/VICTIM ADVOCATE PROGRAM  
REQUEST FOR APPLICATION**

**TABLE OF CONTENTS**

**I. INFORMATION**

A. INTRODUCTION .....	1
B. CONTACT INFORMATION.....	1
C. APPLICATION DUE DATE .....	1
D. ELIGIBILITY .....	1
E. FUNDING CYCLE AND DURATION .....	1
F. PROGRAM INFORMATION .....	2
1. Source of Funds .....	2
2. Use of Funds .....	2
3. Allocation of Funds .....	2
G. PREPARING AN APPLICATION .....	3

**II. INSTRUCTIONS**

A. PROJECT NARRATIVE .....	4
1. Plan.....	4
2. Implementation .....	5
B. PROJECT BUDGET .....	5
1. Budget Narrative .....	6
2. Specific Budget Categories .....	7
C. APPENDIX .....	8
1. Required .....	8
2. Optional .....	8

**III. FORMS**

REQUEST FOR APPLICATION CHECKLIST AND REQUIRED SEQUENCE .....	9
APPLICATION COVER SHEET .....	10
GRANT AWARD FACE SHEET .....	11
1. Administrative Agency.....	11
2. Implementing Agency.....	11

GRANT AWARD FACE SHEET (cont'd.)	
3. Project Title.....	11
4. Project Director.....	11
5. Financial Officer.....	11
6. Award Number.....	11
7. Grant Period .....	11
8. Federal Amount.....	11
9. State Amount.....	11
10. Cash Match .....	11
11. In-Kind Match .....	12
12. Total Project Cost.....	12
13. Official Authorized to Sign for Applicant/Grantee .....	12
CERTIFICATION OF ASSURANCE OF COMPLIANCE .....	14
BUDGET NARRATIVE .....	17
BUDGET PAGES	
Personal Services – Salaries/Employee Benefits.....	18
Operating Expenses.....	19
Equipment.....	20
APPLICATION APPENDIX.....	21
PROJECT CONTACT INFORMATION .....	22
ADDITIONAL SIGNATURE AUTHORIZATION .....	24
PROGRAMMATIC PURCHASE JUSTIFICATION .....	26
EMERGENCY FUND PROCEDURES.....	27
SOLE SOURCE JUSTIFICATION – CONTRACTS FOR SERVICES.....	28
SOLE SOURCE JUSTIFICATION – CONTRACTS FOR GOODS .....	29

#### **IV. ADDITIONAL INFORMATION**

A. SUBMITTING AN APPLICATION .....	31
B. FINALIZING THE GRANT AWARD AGREEMENT .....	31
1. Standard Project Funding Authority .....	31
2. Certification of Assurance of Compliance.....	32
3. Grant Award Conditions .....	32
4. Grant Award Agreements.....	32
5. Grant Award Amounts .....	32

C.	ADMINISTRATIVE REQUIREMENTS.....	32
1.	OCJP <i>Grantee Handbook</i> .....	32
2.	Internet Access.....	33
3.	Progress Reports and Data Collection .....	33
4.	Monthly/Quarterly Report of Expenditures and Request for Funds .....	33
5.	Technical Assistance/Site Visits .....	33
6.	Monitoring Requirements .....	33
7.	Evaluation Component .....	33
8.	Bonding Requirements.....	34
9.	Audit Requirements.....	34
10.	Copyrights, Rights in Data, and Patents.....	34
11.	Source Documentation.....	34
D.	BUDGET POLICY .....	35
1.	Supplanting Prohibited .....	35
2.	Project Income.....	35
3.	Sole/Single Source Requests .....	35
4.	Match Policies .....	35
5.	Travel Policies .....	35
6.	Consultant Services .....	37
7.	Facility Rental .....	38
8.	Rented or Leased Equipment .....	38
9.	Indirect Costs/Administrative Overhead .....	39
10.	Audits.....	39
11.	Equipment.....	39
12.	Prohibited Expense Items .....	40
E.	GLOSSARY OF TERMS.....	42

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
SEXUAL ASSAULT RESPONSE/VICTIM ADVOCATE PROGRAM  
REQUEST FOR APPLICATION**

**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Application (RFA) provides all of the information and forms necessary to prepare an application for the Office of Criminal Justice Planning (OCJP) grant funds. The terms and conditions described in this RFA supersede all previous RFAs and any conflicting provisions stated in the OCJP *Grantee Handbook*. However, the *Grantee Handbook* provides helpful information you may wish to consult while developing your application. A copy is available on the OCJP website, <http://www.ocjp.ca.gov/publications.htm>.

**B. CONTACT INFORMATION**

Questions concerning this RFA, the application process, or programmatic issues should be directed to your program specialist or to the Sexual Assault Branch at (916) 324-9120.

**C. APPLICATION DUE DATE**

To submit an application, applicants must deliver the application to OCJP by 5:00 p.m. on the due date, or mail the proposal postmarked by the due date.

**The Due Date Is: August 28, 2003.**

Applicants must submit one original and one copy of the application to:

**Governor's Office of Criminal Justice Planning  
1130 K Street, LL60  
Sacramento, CA 95814  
Attn: SART RFA – Sexual Assault Branch**

**D. ELIGIBILITY**

Only SART grantees funded in Fiscal Year (FY) 2002/03 are eligible to apply.

**E. FUNDING CYCLE AND DURATION**

The grant period will begin on October 1, 2003 and will end on September 30, 2004. Projects must budget for a 12-month period. Continuation funding is contingent upon the availability of funds and satisfactory performance.

## **F. PROGRAM INFORMATION**

### **1. Source of Funds**

The Violent Crime Control and Law Enforcement Act of 1994 amended the Omnibus Crime Control and Safe Streets Act of 1968 and created the Violence Against Women Act (VAWA) at Title IV, Section 40121. The Services\*Training\*Officers\*Prosecutors [S\*T\*O\*P] Program was one of the programs within the VAWA and is the source of funds for this program. The purpose of the VAWA S\*T\*O\*P Program is to assist state and local governments to develop and strengthen effective criminal justice strategies to combat violent crimes against women, and to develop and strengthen victim services in cases involving violent crimes against women, including sexual assault, domestic violence and stalking.

### **2. Use of Funds**

Project funds are to be used to support at least one full-time SART Victim Advocate, or the equivalent, and related expenses necessary to operate a successful project. The SART Program purpose requires the project's SART Advocate(s) or project staff directly overseen by the SART Advocate(s) must perform all project activities related to SART clients. These activities may not be referred to another agency through the use of an operational agreement.

### **3. Allocation of Funds**

The amount of funds available for each project for FY 2003/04 is as follows:

#### **FY 2003/04 SART FUNDING CHART**

A Woman's Place of Merced County	\$ 66,000
Bay Area Women Against Rape	\$ 79,000
Center for Community Solutions	\$ 79,000
Center for Community Solutions – Northeast	\$ 66,000
Community Violence Solutions – East Contra Costa	\$ 66,000
Community Violence Solutions – San Pablo	\$ 79,000
Community Violence Solutions – San Rafael	\$ 66,000
Family Services of Tulare County	\$ 66,000
Harvest of Wellness	\$ 66,000
LA Commission on Assaults Against Women – Metro	\$ 79,000
LA Commission on Assaults Against Women – West San Gabriel Valley	\$ 79,000
Monterey Rape Crisis Center	\$ 66,000
North Coast Rape Crisis – Eureka	\$ 66,000
North County Rape Crisis – Lompoc	\$ 66,000
Rape Counseling Services of Fresno	\$ 79,000
San Francisco Women Against Rape	\$ 79,000
Sexual Assault & Domestic Violence Center	\$ 66,000
Sexual Assault Recovery & Prevention Center of San Luis Obispo	\$ 53,149
Shasta County Women's Refuge	\$ 66,000
University Corporation Valley Trauma Center	\$ 79,000
Volunteer Center of Napa	\$ 53,148
Women's Crisis Support – Santa Cruz	\$ 79,000
YWCA in Santa Clara Valley	\$ 79,000
<b>Total .....</b>	<b>\$1,622,297</b>

## **G. PREPARING AN APPLICATION**

For clarity, the forms in Part III include an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

The following five components are required for a complete application:

- Application Cover Sheet,
- Grant Award Face Sheet (OCJP A301),
- Project Budget (OCJP A303a-c), and
- Application Appendix (as applicable).

## **PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the application components, as well as to the forms provided in Part III.

Applicants must use the forms provided or computer-generated forms, and plain 8 1/2" x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OCJP forms.

Applications must be typed with characters no smaller than standard 12-pitch font. ***Applicants must double-space all narrative sections of the application.***

Copies of the application must be assembled separately and individually fastened in the upper left corner. **Do not bind applications.**

### **A. PROJECT NARRATIVE**

The SART Program is funded with VAWA STOP funds designated to address violent crimes against women. Because of this, the primary Program focus is to provide support and services for adult women who are victims of sexual assault. However, the Office on Violence Against Women does not intend for other victims of sexual assault to be denied services. It is appropriate for project staff to accompany a child or male sexual assault victim for forensic medical examination if they are requested to do so, and to provide other services offered by this grant. These funds can also be used to provide services to incarcerated women.

#### **1. Plan**

##### **Objectives and Activities**

Objectives and activities must be updated for FY 2003/04. Each objective should appear on a separate page and should be clearly titled, (e.g., FY 2003/04, SART Objective 1, etc.). The specific wording for the six (6) mandatory objectives is provided below.

When submitting objectives and activities for this grant period, please list objectives on the left side of the page with supporting activities on the right side. Each objective must be accompanied with supporting activities, indicate the staff responsible for completing the activities, and the time frame in which the activity will occur/be completed.

##### **Mandatory Objectives**

##### **Activities**

1. \_\_\_\_\_ sexual assault victims will be accompanied by rape crisis center staff when victims present for forensic medical examinations.
2. Follow-Up services will be provided to \_\_\_\_\_ sexual assault victims who were accompanied for forensic medical exams. (count only one follow-up service per victim)



## **Mandatory Objectives**

## **Activities**

3. \_\_\_\_\_ follow-up contacts (in person and/or by telephone) will be provided by the rape crisis center staff on behalf of the victims accompanied for forensic examinations.  
(count all follow-up contacts)

*Carry over may occur, for example: A Victim received a medical exam on September 28, 2003, was provided follow-up services on October 3, 2003, and follow-up (objective 3) contacts were subsequently provided within FY2003/2004 .*

*Objective 1 - document/report in FY 2002/2003.*

*Objective 2 - document/report FY 2003/2004.*

*Objective 3 - document/report FY 2003/2004.*

4. Project staff will attend \_\_\_\_\_ SART meetings.
5. \_\_\_\_\_ SART related meetings will be attended (other than the regularly scheduled SART team meetings) whether convened by project or other individual/agency.
6. Grantee will conduct \_\_\_\_\_ SART trainings.

## **2. Implementation**

### **a. Organizational Chart**

The Application Appendix must contain a **current** organizational chart. It must show the relationships between the governing body, the organization, the project, the project staff, the project volunteers and it must show the lines of supervision. Job titles on the organizational chart must match those in the Budget and in the Budget Narrative.

### **b. Service Area Map**

If the SART service area differs from the Rape Crisis service area, a map of the SART service area must be submitted. Clearly indicate both service areas on the single map and the reason the SART service area differs from the Rape Crisis Basic Operations service area. If these areas are the same, no map is required.

## **B. PROJECT BUDGET**

The purpose of the Project Budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. Projects may supplement grant funds with funds from other sources. However, since all approved line items are subject to audit, applicants should not include in the project budget matching funds

(if applicable) in excess of the required match. All budgets are subject to OCJP modifications and approval.

OCJP requires the applicant to develop a line item budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project.

Project funds may not be used to pay for: any part of forensic examinations performed or provided pursuant to a report of a sexual assault; medical treatment; medical personnel; or the use of a medical/evidentiary facility.

In preparing your budget, each budget line item must provide:

- the method of calculation;
- adequate justification for each expense
- for project staff, the percentage of their time allocated to this grant and a brief description of their duties; and
- if necessary, for consultants/subcontractors, the numbers of hours to be paid, rate of pay, description of duties and the service/product to be produced.

## **1. Budget Narrative**

Applicants are required to submit a narrative with the project budget. The narrative must be typed and placed in the proposal in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the stated objectives and activities in the project.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including any qualifications or education level necessary to the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and any unusual expenditures.
- Mid-year salary range adjustments.

## 2. **Specific Budget Categories**

There is a separate form in the Forms Section (Part III) for each of the following three budget categories:

- Personal Services – Salaries/Employee Benefits,
- Operating Expenses, and
- Equipment.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented ***and rounded off to the nearest whole dollar***. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

### **a. Personal Services – Salaries/Employee Benefits (OCJP A303a):**

#### 1) Salaries

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a memorandum of understanding, contract, or operational agreement, which must be kept on file by the grantee and made available for review during an OCJP site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a grantee to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

#### 2) Benefits

Employee benefits must be identified by type and percentage of salaries. Applicants may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1\_ clerical positions).

**b. Operating Expenses (OCJP A303b):**

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) *and/or with a useful life of less than one year fall within this category.*

**SART Project Directors Meeting:**

It is anticipated that one **(1)** SART Project Directors meeting will be scheduled in January 2004. All applicants are required to budget for per diem and travel expenses for least one **(1)** staff member to attend this meeting.

**c. Equipment (OCJP A303c):**

Equipment is defined as nonexpendable tangible personal property having *a useful life of more than one year* and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

**C. APPENDIX**

The appendix provides OCJP with additional information from the applicant to support components of the application.

**1. Required**

- a. Organizational Chart,
- b. Service Area Map, if applicable, and
- c. Project Contact information

**2. Optional**

- a. Additional Signature Authorization,
- b. Computer Purchase Justification,
- c. Emergency Fund Procedures,
- d. Request to Submit Quarterly Reports of Expenditures and Request for Funds, and
- e. Sole/Single Source Information.

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
SEXUAL ASSAULT RESPONSE/VICTIM ADVOCATE PROGRAM**

**PART III – FORMS**

**REQUEST FOR APPLICATION  
CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to assist the applicant in ensuring that a complete application is submitted to OCJP.

- APPLICATION COVER SHEET
- GRANT AWARD FACE SHEET – Signed by the official authorized to enter into Grant Award Agreement.
- CERTIFICATE OF ASSURANCE OF COMPLIANCE – See description under “Part IV: Additional Information, subsection B.2. Finalizing the Grant Award Agreement.”
- PROJECT NARRATIVE
  - Plan
  - Implementation
- PROJECT BUDGET
  - Budget Narrative
  - Budget Forms – OCJP A303a, A303b, A303c
- APPLICATION APPENDIX
  - Organizational Chart
  - Service Area Map, *if applicable*
  - Project Contact Information
  - Additional Signature Authorization
  - Emergency Fund Procedures
  - Request to Submit Quarterly Reports of Expenditures and Request for Funds
  - Sole/Single Source Information

GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
1130 K STREET, SUITE 300  
SACRAMENTO, CA 95814  
(916) 324-9100



## **APPLICATION COVER SHEET**

### **RFA PROCESS**

### **SEXUAL ASSAULT RESPONSE/ VICTIM ADVOCATE PROGRAM**

**Deliver to Sexual Assault Branch**

Submitted by:

(Place name, address, and phone number of applicant here.)

**A. GRANT AWARD FACE SHEET (OCJP A301)**

**1. Administrative Agency**

Enter the complete name of the unit of government applying for funding (e.g., Alameda County, City of Fresno), also referred to as the "grantee."

**2. Implementing Agency**

Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Sheriff, Police Department), and the contact person's name, address, and phone number. Include an e-mail address, if you have one.

**3. Project Title**

Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.

**4. Project Director**

Enter the name, title, mailing address, and telephone number of the individual ultimately responsible for the project. This information must be limited to four lines.

**5. Financial Officer**

Enter the name, title, mailing address, and telephone number of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The reimbursement check for this project will be mailed to the address shown for the financial officer. This information must be limited to four lines.

**6. Award Number**

Leave blank (to be completed by OCJP).

**7. Grant Period**

Enter beginning and ending dates of funding as specified in the grant application instructions.

**8. Federal Amount**

If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

**9. State Amount**

If applicable, enter the amount of state funds requested for the project. If not applicable, enter N/A.

**10. Cash Match**

If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

**11. In-Kind Match**

If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.

**12. Total Project Cost**

Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.

**13. Official Authorized to Sign for Applicant/Grantee**

Enter the signature, name, title, address, and telephone number of the official authorized to enter into the Grant Award Agreement for the city/county or community-based organization, as stated in the language between items 12 and 13 of the Grant Award Face Sheet (OCJP A301). *Provide an original signature of the authorized official in blue ink.*



# GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING (OCJP A301)

## GRANT AWARD FACE SHEET

The Governor's Office of Criminal Justice Planning, hereafter designated OCJP, hereby makes a grant award of funds to the following **Administrative Agency (1)** \_\_\_\_\_  
hereafter designated Grantee, in the amount and for the purpose and duration set forth in this grant award.

**(2) Implementing Agency Name** \_\_\_\_\_

**Contact** \_\_\_\_\_

**Address** \_\_\_\_\_

**E-mail address** \_\_\_\_\_

**Telephone (     )** \_\_\_\_\_

<b>(3) Project Title</b> (60 characters maximum)	<b>(6) Award No.</b>
<b>(4) Project Director</b> (Name, Title, Address, Telephone) (four lines maximum)	<b>(7) Grant Period</b>
	<b>(8) Federal Amount</b>
	<b>(9) State Amount</b>
<b>(5) Financial Officer</b> (Name, Title, Address, Telephone) (four lines maximum)	<b>(10) Cash Match</b>
	<b>(11) In-Kind Match</b>
	<b>(12) Total Project Cost</b>

This grant award consists of this title page, the proposal for the grant which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the OCJP *Grantee Handbook*, and the OCJP audit requirements, as stated in this RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP or RFA.

<p style="text-align: center;"><b><u>FOR OCJP USE ONLY</u></b></p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p><b>(13) Official Authorized to Sign for Applicant/Grant Recipient</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Address: _____</p> <p>Telephone: (     ) _____</p> <p>E-mail address _____</p> <p>Date: _____</p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <div style="display: flex; justify-content: space-between;"> <span>_____ Fiscal Officer, OCJP</span> <span>_____ Date</span> </div> <div style="display: flex; justify-content: space-between;"> <span>_____ Executive Director, OCJP</span> <span>_____ Date</span> </div>
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## CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, \_\_\_\_\_, hereby certify that:  
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

GRANTEE: \_\_\_\_\_

IMPLEMENTING AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

is responsible for reviewing the OCJP *Grantee Handbook* and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by the Office of Criminal Justice Planning including, but not limited to, the following areas:

### **I. Equal Employment Opportunity – (*Grantee Handbook* Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of Race, Religious Creed, Color, National Origin, Ancestry, Disability (mental and physical) including HIV and AIDS, Medical Condition (cancer and genetic characteristics), Marital Status, Sex, Sexual Orientation, Denial of Family Medical Care Leave, Denial of Pregnancy Disability Leave, or Age (over 40). ***OCJP- funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.***

Please provide the following information:

A.A. Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **II. Drug-Free Workplace Act of 1990 – (*Grantee Handbook* Section 2152)**

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

### **III. California Environmental Quality Act (CEQA) – (*Grantee Handbook* Section 2153)**

The State of California requires all OCJP funded projects to obtain written certification that the project is not impacting the environment negatively.

#### **IV. Lobbying – (*Grantee Handbook* Section 2154)**

OCJP grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

#### **V. Debarment and Suspension – (*Grantee Handbook* Section 2155)**

*(This applies to federally funded grants only.)*

OCJP funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

#### **VI. Proof of Authority from City Council/Governing Board**

The above-named organization (applicant) accepts responsibility for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The Applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OCJP, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OCJP disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OCJP shall not be used to supplant expenditures controlled by the city council/governing board.

The Applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The Applicant is also required to maintain said written authorization on file and readily available upon demand.

**All appropriate documentation must be maintained on file by the project and available for OCJP or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the grantee may be ineligible for award of any future grants if the OCJP determines that any of the following has occurred: (1) the grantee has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.**

### **CERTIFICATION**

I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.

Authorized Official's Signature: \_\_\_\_\_

Authorized Official's Typed Name: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Date Executed: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Executed in the City/County of: \_\_\_\_\_

### **AUTHORIZED BY:**

- City/County Financial Officer
- City Manager
- Governing Board Chair

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **THE BUDGET NARRATIVE**

**GOES HERE**

No standard forms are provided for the Budget Narrative.

See Instructions in Part II of this RFA for details.

BUDGET CATEGORY AND LINE ITEM DETAIL	
A. Personal Services – Salaries/Employee Benefits	COST
<b>TOTAL</b>	

OCJP-A303a

BUDGET CATEGORY AND LINE ITEM DETAIL	
B. Operating Expenses	COST
<b>TOTAL</b>	

OCJP-A303b

[illegible]

OCJP-A303c



## **THE APPLICATION APPENDIX**

**GOES HERE**

See Instructions in Part II of this RFA for details.

## **PROJECT CONTACT INSTRUCTIONS**

1. Provide the name, title, address, telephone number, and e-mail address for the person having day-to-day responsibility for the project.
2. Provide the name, title, address, telephone number, and e-mail address for the person to whom the person listed in #1 is accountable.
3. Provide the name, title, address, telephone number, and e-mail address for the Chief Executive of the implementing agency.
4. Provide the name, title, address, telephone number, and e-mail address for the Chair of the Governing Body of the implementing agency.
5. Provide the name, title, address, telephone number, and e-mail address for the person responsible for the project from the applicant agency.

## PROJECT CONTACT INFORMATION

Applicant: \_\_\_\_\_

Implementing Agency (*if applicable*): \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Number (*to be added by OCJP*): \_\_\_\_\_

Provide the name, title, address, telephone number, and e-mail address for the project contact persons named below. *If a section does not apply to your project, enter "N/A."*

1. The person having day-to-day responsibility for the project:

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

2. The person to whom the person listed in #1 is accountable:

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

3. The executive director of a nonprofit organization or the chief executive officer (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

4. The chair of the governing body of the implementing agency: (Provide address and telephone number other than that of the implementing agency.)

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

5. The person responsible for the project from the applicant agency, if different than #1:

Name:

Title:

Address:

Telephone Number: ( )

Fax Number: ( )

E-Mail Address:

## **ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS**

Applicants may request signature authority in addition to the designated Project Director and/or Financial Officer by completing an Additional Signature Authority form and submitting it with the Grant Award Forms package. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. ***By signing the bottom of this form, the Project Director and/or Financial Officer authorize the person(s) identified on the form to act on their behalf on all grant-related matters.***

## ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Period: \_\_\_\_\_ to \_\_\_\_\_

The following persons are authorized to sign for:

### Project Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

### Financial Officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

---

### Approved By:

Project Director: \_\_\_\_\_

\_\_\_\_\_  
Date

Financial Officer: \_\_\_\_\_

\_\_\_\_\_  
Date

Regional/Local  
Planning Director: \_\_\_\_\_

\_\_\_\_\_  
Date

## **GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING**

### **PROGRAMMATIC PURCHASE JUSTIFICATION**

As stated in the OCJP *Grantee Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

- A. In narrative form, please answer the following questions. Attach as many pages as necessary to fully answer each question.
  - 1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.
- B. If the request is for hardware and software in which the total costs exceed \$10,000, answer the following questions:
  - 1. Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description please be specific as to type and location of hardware/software and how the system will be operated and maintained.
  - 2. Will the proposed system design meet not only your current, but future needs? Describe in detail.
  - 3. Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
  - 4. Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes or no responses in detail.
  - 5. For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OCJP for additional information regarding SINS requirements.
  - 6. Does the proposed system include intelligence data subject to 28 CFR Part 23 of the Code of Federal Regulations? Contact WSIN regarding these requirements and have them sign the certification of compliance.

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
EMERGENCY FUND PROCEDURES**

---

GRANTEE NAME

---

GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care including prescription medicine, eyeglasses, or dentures.

Because of the nature of the fund, it needs to be easily accessible. It is also necessary, however, that some safeguards and accountability of the fund be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept separate, each with their own accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to \_\_\_\_\_. In order to be valid, checks must require a counter signature. OCJP will be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$ \_\_\_\_\_ per individual. Victims are not eligible to draw on the emergency fund for more than \_\_\_\_\_ crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

# SOLE SOURCE JUSTIFICATION CONTRACTS FOR SERVICES

## CHECKLIST

Has the applicant/grantee met the following requirements of the OCJP *Grantee Handbook*:

### **Section 4510**

Do conditions exist that require a sole/single-source contract?

**Yes**

**No**

—

—

### **Section 4521**

Is a brief description of the program or project included?

—

—

### **Section 4522**

Was it necessary to contract noncompetitively?

—

—

Did the contractor submit his/her qualifications?

—

—

Is the reasonableness of the cost justified?

—

—

Were cost comparisons made with differences noted for similar services?

—

—

### **Section 4523**

Is an explanation provided for the uniqueness of the contract?

—

—

### **Section 4524**

Are there time constraints impacting the project?

—

—

Is a justification provided regarding the need for contract?

—

—

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

—

—



**SOLE SOURCE JUSTIFICATION  
CONTRACTS FOR GOODS**

**CHECKLIST**

Has the applicant/grantee met the following requirements of the OCJP *Grantee Handbook*:

**Section 3510**

Do conditions exist that require a sole/single-source contract?

**Yes**

**No**

—

—

**Section 3520**

Is a brief description of the program or project included?

—

—

Was it necessary to contract noncompetitively?

—

—

Did the contractor submit his/her qualifications?

—

—

Is the reasonableness of the cost justified?

—

—

Were cost comparisons made with differences noted for similar services?

—

—

Is an explanation provided for the uniqueness of the contract?

—

—

Are there time constraints impacting the project?

—

—

Is a justification provided regarding the need for contract?

—

—

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

—

—

**GOVERNOR'S OFFICE OF CRIMINAL JUSTICE PLANNING  
SEXUAL ASSAULT RESPONSE/VICTIM ADVOCATE PROGRAM  
REQUEST FOR APPLICATION**

**PART IV – ADDITIONAL INFORMATION**

This section contains additional information that applicants are strongly encouraged to review in preparing their applications.

- A. Submitting An Application
- B. Finalizing the Grant Award Agreement
- C. Administrative Requirements
- D. Budget Policy
- E. Glossary of Terms

## A. **SUBMITTING AN APPLICATION**

In order to submit an application, deliver or mail ***the original and one copy*** to OCJP by the due date. If the application is mailed, it must be postmarked by the due date and mailed to the following address.

Governor's Office of Criminal Justice Planning  
1130 K Street, Suite LL60  
Sacramento, CA 95814  
Attn: SART RFA – Sexual Assault Branch

If the application is personally delivered, please note the following:

1130 K Street is located at the southwest corner of the intersection of 12th and K Streets. A Bank of America is located on the first floor of this building. Please note that K Street is a pedestrian mall.

Indoor parking structures are located on the east side of 12th Street between K and L Streets (connected to the Hyatt Regency Hotel), and on 10th Street between K and L Streets. Street parking is limited and requires quarters for parking meters.

Once you enter the building at 1130 K Street, take the elevator to the third floor and proceed straight down the hall to the Receptionist Office behind the double wooden doors labeled "State of California: The Office of Criminal Justice Planning." The application will be date stamped and you may request a receipt.

## B. **FINALIZING THE GRANT AWARD AGREEMENT**

### 1. **Standard Project Funding Authority**

***Allocation of funds is contingent on the enactment of the State Budget.*** OCJP does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring expenditures. Any expenditures incurred prior to authorization are made at the project's risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state and/or federal funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OCJP may immediately terminate or reduce the grant award by written notice to the grantee. However, no such termination or reduction shall apply to allowable costs already incurred by the grantee to the extent that state or federal funds are available for payment of such costs.

OCJP Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Agreement.

## **2. Certification of Assurance of Compliance**

Applicants must complete a Certification of Assurance of Compliance (OCJP 656), which includes details regarding Equal Employment Opportunity Program (EEO), Drug Free Workplace Compliance, California Environmental Quality Act, Lobbying, Debarment and Suspension requirements, and Proof of Authority from City Council/Governing Board. Applicants are required to submit the necessary assurances and documentation before finalization of the Grant Award Agreement. In signing the Grant Award Face Sheet, the applicant formally notifies OCJP that the applicant will comply with all pertinent requirements.

Resolutions are no longer required as submission documents. OCJP has incorporated the resolution into the Certification of Assurance of Compliance, Section VI, entitled, "Proof of Authority from City Council/Governing Board." The Applicant is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

## **3. Grant Award Conditions**

OCJP may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, they will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OCJP.

## **4. Grant Award Agreements**

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicants are not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (OCJP 201) may be submitted for reimbursement.

## **5. Grant Award Amounts**

Due to the limited amount of funds available, it may be necessary for OCJP to reduce the amount of the grant award from that requested by the applicant. In addition, OCJP reserves the right to negotiate budgetary changes with the applicant prior to executing the Grant Award Agreement. If either of these actions is required, OCJP will notify the applicant prior to executing the Grant Award Agreement.

## **C. ADMINISTRATIVE REQUIREMENTS**

### **1. OCJP Grantee Handbook**

The *Grantee Handbook* is accessible on the OCJP Internet website at [www.ocjp.ca.gov](http://www.ocjp.ca.gov). The *Grantee Handbook* contains administrative information and requirements necessary to implement the project. Grantees must administer their grants in accordance with the OCJP *Grantee Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

## **2. Internet Access**

Funded projects are required to maintain internet access with an established e-mail address. Grant funds may be used for this purpose, unless specifically prohibited by the RFP instructions.

## **3. Progress Reports and Data Collection**

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OCJP will review these records for accuracy and compare them with the reported data submitted on the progress reports.

## **4. Monthly/Quarterly Report of Expenditures and Request for Funds (OCJP 201)**

Community-based organizations shall submit a monthly Report of Expenditures and Request for Funds (OCJP 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days at the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

## **5. Technical Assistance/Site Visits**

Each project receiving funds is assigned an OCJP program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance. Projects must submit a request for approval for any changes to their project to the program specialist.

## **6. Monitoring Requirements**

A monitoring visit is an on-site assessment by the OCJP Monitoring and Audits Branch staff to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *Grantee Handbook*. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

## **7. Evaluation Component**

In addition to monitoring project compliance, OCJP's Program Evaluation Branch is responsible for determining program effectiveness. Program effectiveness is determined through the review, assessment, and evaluation of project performance. The determination

of program effectiveness can involve either a review of process activities related to service delivery or an assessment of outcomes and the impact of the project on the service population and on the community, or both. Projects selected for funding may be required to collect data for evaluation purposes. Based on process, outcome, and impact evaluations, the PEB will be able to more accurately describe the effectiveness of programs on the community and on the state.

## **8. Bonding Requirements**

All private nonprofit organizations are required to obtain and send to OCJP a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OCJP-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Criminal Justice Planning."

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50 percent of the total grant award and may have a deductible in an amount not to exceed \$1,000.

A bond is not required of applicants sponsored by units of government. Nonprofit organizations sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract, unless specifically required in the RFP instructions or grant award conditions.

## **9. Audit Requirements**

All grantees must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the RFP Budget Policy.

## **10. Copyrights, Rights in Data, and Patents**

OCJP owns all rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the OCJP *Grantee Handbook*.

## **11. Source Documentation**

The applicant is required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. Projects are to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFP instructions. Projects will be required to have written job descriptions on file for all positions funded by OCJP detailing specific grant-related activities to achieve project objectives.

## **D. BUDGET POLICY**

This document summarizes information on OCJP Budget Policy contained in the OCJP *Grantee Handbook*. Additional information may be obtained by accessing the *Grantee Handbook* at <http://www.ocjp.ca.gov/publications/gh-main.pdf>.

### **1. Supplanting Prohibited**

Grant funds must be used to supplement existing funds for program activities and ***not replace*** funds that have been appropriated for the same purpose. A written certification must be provided to OCJP indicating the grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are discussed at length in section 1313 of the *Grantee Handbook*.

### **2. Project Income**

Project income, such as client fees and fees for services provided by the grantee (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFA instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFA instructions.

### **3. Sole/Single Source Requests**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Non-competitive bid contracts are disfavored, and sole/single source approval is required prior to the purchase of equipment in excess of \$2,500 without using a competitive bid process, or to hire a specific consultant charging over \$2,500 without using a competitive bid process. Local units of government may use their approved procurement policy. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a sole/single source request will be required. OCJP will provide assistance in submitting a sole/single source request if OCJP determines it is in the best interest of the project.

### **4. Match Policies**

The RFA instructions (Part II) may specify a cash or in-kind match. The match must be from a source other than state or federal funds that are budgeted for the project. When used to augment the project, expenditures for items such as personnel, operating expenses, or equipment are considered a match if not in violation of the prohibition on supplanting. Match specified in the budget will become part of the grant award. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in sections 6550-6550.2 of the *Grantee Handbook*.

### **5. Travel Policies**

The following is OCJP's current travel policy:

**a. Selection of Travel Policy**

Applicants may prepare the budget using their own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Private Nonprofit Organizations

A private nonprofit organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

**b. State Travel Policy**

Use the following state travel policy for budgeting travel expenses:

1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.

2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 34 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

3) Meals and Incidentals

a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.



d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

e) Total

\$40.00 for a 24-hour period.

4) Lodging

Reimbursement is not authorized without a receipt. Statewide with a lodging receipt is the actual lodging expense up to \$84.00, plus applicable *taxes*, (except as noted below).

5) Special Lodging Rates

These rates allow actual lodging expense up to \$110 plus applicable taxes with receipt in Los Angeles and San Diego counties. Actual lodging of up to \$140 plus applicable taxes is allowed for Alameda, San Francisco, San Mateo and Santa Clara counties.

6) Other

Taxi, airport shuttle, etc., which exceeds \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

**6. Consultant Services**

Consultant services are provided on a contractual basis by individuals or organizations and are not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations that meet some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

**a. Rates**

The maximum rate for independent contractors is \$450 (excluding travel and subsistence costs) for an eight-hour day. An eight-hour day may include preparation, evaluation, and travel time in addition to the time required for actual performance. A request for compensation for over \$450 per day requires **prior approval** and additional justification.

## 1) Independent Contractors Employed by State and Local Government

Compensation for these independent contractors will be allowed when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

### **b. Expert Witness Fees**

Prosecution or criminal defense projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the grant may only be charged for costs above that which the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent of the project’s total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert.
- Specialized certification/licensure (e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW); Marriage and Family Therapist (MFT); Medical Doctor (MD)).
- Rate of pay per hour. Provide documentation of a survey of the availability of similar consultants, the current “going rate,” and the proposed rate of pay. Indicate cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony).
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation).
- Indicate why this cost cannot be paid with county funds. Attach a written justification to OCJP A303b.

## **7. Facility Rental**

Up to \$18 per square foot annually (\$1.50 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

### **a. Rental Space for Training and Counseling Rooms**

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the rental charged is based on actual costs and not reimbursed by any other source.

## **8. Rented or Leased Equipment**

If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost-

effective to rent or lease the equipment than it is to purchase it and must be approved by OCJP prior to the execution of any rental or lease agreement.

## **9. Indirect Costs/Administrative Overhead**

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent of personnel salaries (excluding benefits and overtime) or five percent of total direct project costs (excluding equipment) may be budgeted by applicants for indirect costs.

## **10. Audits**

An audit is required for all OCJP recipients expending \$25,000 or more of OCJP grant awards. Applicants may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$1,500 for the financial audit costs; or
- If the total amount of the grant is greater than \$150,000, the applicant may budget up to one percent of the total grant for financial audit costs.

## **11. Equipment**

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laserjet printers must be one line item, not three).

### **a. Allowable Expenses**

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by OCJP is required.

All equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the grantee at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

## **b. Computers**

### **1) Nonprofit Organizations**

Applicants from nonprofit organizations may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase.

### **2) Units of Government**

Applicants from units of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OCJP will evaluate the proposed purchase on the basis of grant-related need. OCJP must give approval prior to purchase. If federal grant funds totaling in excess of \$100,000 are used for automated data processing purchases, prior federal approval is also required.

### **3) Computer Purchase Justification**

Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost-effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the project will be sent instructions for preparing the justification.

## **c. Automobiles**

Automobiles are not allowable budget items, unless permitted in the RFA Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OCJP during a site visit, monitoring visit and by the auditor during the required annual audit.

## **12. Prohibited Expense Items**

The following is a list of prohibited items:

### **a. Lobbying**

OCJP grant funds cannot be used for lobbying activities.

### **b. Fundraising**

OCJP grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

**c. Real Property and Improvements**

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless authorized in the RFA instructions.

**d. Interest**

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

**e. Food and Beverages**

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

**f. Weapons and Ammunition**

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFA instructions.

**g. Membership Dues**

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFA instructions.

**h. Professional License**

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFA instructions.

**i. Annual Professional Dues or Fees**

The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the RFA instructions.

**j. Charges, Fees and Penalties**

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

**k. Depreciation**

Depreciation charges are not allowable expenditures.

## **E. GLOSSARY OF TERMS**

<b>Term</b>	<b>Definition</b>
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Grantee	The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original proposal plus any additional forms as required by OCJP becomes the application. This application, once signed by OCJP and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code.
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist grantees in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed final agreement (application) between OCJP and the local government agency or organization authorized to accept grant funding (see Application).
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Grant Funding Cycle	The number of years a program <i>may</i> be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the RFP or the Application for Continuation Funding (REAP/RFA), which the Project Narrative, Objectives, Activities, and Budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OCJP A301).

<b>Term</b>	<b>Definition</b>
<i>Grantee Handbook</i>	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions.
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Memorandum of Understanding (MOU)	This term is used synonymously with Operational Agreement.
Nonprofit Organization	A nonprofit, public benefit corporation as described in Section 501(c)(3) of the Internal Revenue Service Code. The term is used synonymously with community-based organization.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OCJP grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or community-based organization.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to OCJP which specifies the priorities, strategies, and objectives of the applicant.
RFA	The Request for Application is a noncompetitive application issued by OCJP.
RFP	The Request for Proposal is issued by OCJP to solicit competitive proposals relating to new funding.
Single Source	A contract process used when one supplier can be documented as being uniquely positioned to provide the service.
Sole Source	A contract process used when a specific supplier can be identified as the only supplier able to provide the services required by the department.
Supplanting	To reduce federal, state, or local funds due to the existence of OCJP funds. Supplanting occurs when a grantee deliberately replaces its non-OCJP funds with OCJP funds, thereby reducing the total amount available for the stated purpose.